Deployable RAPIDS Setup and Training Guide

April 2001

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Deployable RAPIDS

Note: This document describes Deployable RAPIDS, Version 5.2. Although some Deployable RAPIDS systems use RAPIDS Version 6.0, this document will be useful in the setup and configuration of the CF-47 laptop and peripherals in general. Deployable RAPIDS systems do not currently support issuance of the CAC.

1 Overview

Deployable RAPIDS is a laptop version of RAPIDS used in mobilizations or on ships. It is the same software and behaves identically to the desktop RAPIDS when online. Differences are experienced when offline or "deployed." This section is to be used only for RAPIDS hardware configured as Deployable hardware. When RAPIDS is loaded onto a deployable workstation such as a laptop, it looks and feels like RAPIDS on a desktop workstation that is designed to have constant communication with DEERS via a RAPIDS server. Desktop RAPIDS workstations are designed to operate continuously in online mode (only disruptions to normal communications force a desktop workstation into offline mode). Deployable RAPIDS is designed to operate in an offline mode called deployed mode for extended periods.

This section is designed to teach users the different features of deployable RAPIDS. The section is organized in the following manner.

1. Before your unit deploys…(READ NOW!)
2. Hardware overview: Setting up deployable RAPIDS
3. Establishing communications on deployable RAPIDS
4. Deployable user administration
5. Logging on to deployable RAPIDS
6. Creating ID cards using deployable RAPIDS
7. Deployable Data Storage and Transmission

2 Before Your Unit Deploys… (Read Now!)

To ensure that you can use deployable RAPIDS quickly and easily, we recommend that your unit take the following steps well in advance potential or actual deployment.

1. Read this entire section carefully with all your deployable hardware in front of you. Note any questions. If you cannot find the answers to your questions in other portions of this manual, then contact the D/RAC / D/RSC-E / DSO-A for assistance (see *Appendix A*).
2. Take a paper copy of the RAPIDS Training Guide with you on a deployment. Remember, Online Help will not be available to you until you can successfully boot up the laptop.

3. If provided, read the manufacturer's user instructions for the hardware that has been issued to your unit. The hardware information provided in this section is not designed to be a complete set of instructions. Make sure any manufacturer's instructions are kept with the deployable RAPIDS.
4. Try using your deployable RAPIDS both with and without communications before you deploy. This will promote training, teach you what resources you need in order to use deployable RAPIDS, and ensure that you follow the necessary steps. The goal is to utilize deployable RAPIDS with confidence.

3 Hardware Overview: Setting Up Deployable RAPIDS

Though deployable RAPIDS is designed to be packaged and shipped together as a single unit, someone in a deployed unit must learn how to identify and assemble the components prior to using the system and how to disassemble and repack the system in the soft-sided carrying cases after using the system. .For more detailed information on the deployable hardware, please refer to the "RAPIDS Hardware Guide and manufacturer documentation provided with your deployable RAPIDS system.

3.1 Deployable RAPIDS Components List

This list reflects the hardware that is officially supported by the initial 1999 rollout of deployable RAPIDS.

- **Laptop Computer:** Panasonic Toughbook CF-27 with AC adapter/charger and power cord
- **Digital Camera:** Apple Quick Take 150, Kodak DC220, or Kodak DC265 with interface cable, AC adapter, power cable, batteries, and battery charger
- **Laser Printer:** Hewlett Packard (HP) LaserJet 5L, LaserJet 5L-FS or LaserJet 1100 with toner cartridge (in nylon bag), power and interface cables
- **Laminator:** National Laminating 5000T
- **Surge Suppressor:** American Power Conversion (APC) 7 outlet Surge Arrest or Belkin 8-outlet Surge Master II
- **PCMCIA Communications Cards:** 3Com Personal Computer Memory Card International Association (PCMCIA) Combination Modem/Ethernet Network Interface Card (NIC)
- **Fingerprint Scanner:** Identicator DFR-90 with power and interface cables, parallel port dongle, PreScan pad and cleaning cloth.
- **PCMCIA Framegrabber Card:** MRT VideoPort Professional PCMCIA card and interface cable with RCA/BNC adapter on the end.
- **USB Hub:** Inside Out Networks Edgeport/421 with USB interface cable provides four additional USB ports, two serial ports and one parallel port.
- **CD-ROM Drive & Floppy Disk Drive External Cable:** The Panasonic laptop comes with a CD-ROM drive installed and external floppy disk drive with parallel interface cable.

- Laptop Computer and Laser Printer Soft-sided Carrying Cases with Plastic Cardstock Case and Nylon Toner Bag
- Deployable System Dust Cover

The following are optional deployable RAPIDS components; not every system will have these items.

- Laptop Computer Hard-sided Transit Case
- Laser Printer Hard-sided Transit Case

Other optional peripherals, such as bar code scanners, plastic smart card printers, smart card reader/writers, PIN keypads, and soft-sided smart card printer carrying cases may be added to deployable RAPIDS.

3.2 Connecting Components

To assemble and set up deployable RAPIDS, ensure that all items have been received by unpacking both soft-sided carrying cases and checking the contents against the packing list in the cases.

The following rules will enable you to connect all the components of deployable RAPIDS.

1. **Match connector shapes!** It is not a prerequisite to know how to recognize a parallel from a serial port. What is necessary is to put round pegs into round holes, long skinny rectangular pegs into matching holes, and so on. The deployable laptops have a limited number of holes or "ports," so if you remember that the shapes must match, finding the right port for each component's adapter should be easy.
2. **Connect peripheral devices and turn on before starting up the laptop.** During the boot-up process, a computer recognizes any peripherals that are attached to it. To guarantee that the laptop can "talk" to them, they must be connected to the laptop and turned on, before turning on the laptop computer. One exception is the camera; it can be connected to the computer at any time.

1.3.2.1 Power Connection and Requirements

The deployable system components run on 110 Volts (V), 50/60 Hertz (Hz) power. All components with a power cable should be plugged into the surge suppressor and the surge suppressor plugged into an alternating current (AC) power outlet or generator.

If you are without power for an AC wall outlet or a generator, you may still use deployable RAPIDS for limited periods of time for non-printing functions. The laptop has an internal battery and spare battery that can be recharged when installed in the laptop while it is plugged in. Each battery, depending on its charge level, may give you two or more hours of use. The deployable camera can also function using its AC adapter or can draw power from batteries. The laser printer, laminator, and fingerprint scanner must be plugged into an AC wall outlet or generator power source in order to function. Be sure to plug all items using AC power into the surge suppressor, and plug the surge suppressor into the AC wall outlet or generator to prevent any damage to deployable RAPIDS components.

1.3.2.2 System Assembly

To assemble and set up the deployable RAPIDS system, perform the following steps.

1. **Laptop Computer:** Connect the laptop's AC adapter/power cable between the laptop and the surge suppressor. All other connections to the laptop are discussed for each piece of hardware listed below. For details on connections see figures in *Section 10.3.3*.
2. **CD-ROM and External Floppy Disk Drive Cable:** The laptop will arrive with the CD-ROM drive installed, and the floppy drive can be attached to the printer port on the back of the laptop using the supplied cable. For normal RAPIDS operations, the floppy disk drive should be installed in the device bay and the CD-ROM drive should not be used, except during software installation.

   Note: You cannot connect/use the printer with the floppy disk drive connected to the printer port.
3. **Laser Printer:** Plug the dongle that comes with the fingerprint scanner between the laptop's printer port and the printer's interface cable. Connect the laser printer's interface cable between the back of the printer and the printer port on the back of the laptop. For deployable sites using the smart card printer, the smart card printer is plugged into the laptop's printer port while the laser printer is plugged into the USB hub. Connect the power cable between the printer and the surge suppressor. Install the toner cartridge (in nylon bag) in the printer, according to the instructions provided in the printer's manual.
4. **Digital Camera**
   a. **Apple Quick Take 150:** Connect the camera interface cable between the camera and the serial port on the back of the laptop. You can connect this just before creating ID cards, so that you are not tied to the laptop when taking photographs. Connect the camera's power cable between the camera and the surge suppressor. The Quick Take Camera comes with three batteries. The

camera can use Nickel Cadmium (NiCad) or lithium batteries. The NiCad batteries can be recharged in the supplied charger. Lithium batteries should never be placed in the supplied charger. Do not mix different types of batteries in the camera. Do not use alkaline batteries in either the Quick Take camera or charger.

b. **Kodak DC220/DC265/DC280:** Connect the camera interface cable between the camera and the serial port on the back of the laptop. You can connect this just before creating ID cards if you like, so you are not tied to the laptop when taking photographs. If running off of AC power, connect the camera's power cable between the camera and the surge suppressor. The Kodak camera comes with four AA Alkaline and four rechargeable batteries and a battery charger. You can use standard 1.5 volt alkaline, rechargeable 1.2-Nickel Metal Hydride (NiMH), or rechargeable 1.2V NiCad batteries. NiMH batteries tend to give the best overall performance of rechargeable batteries. Caution: Other types of batteries should never be placed in the supplied charger. Do not mix different types of batteries in the camera or charger. If not already installed, insert the Kodak Picture Memory Card in the slot on the side of the camera.

1. **Laminator:** Plug the power cable into the surge suppressor.

   Note: The ideal temperature for lamination falls between 250-350 degrees Fahrenheit.

2. **Surge Suppressor:** All power cords from the Deployable system components should be plugged into the surge suppressor and the surge suppressor plugged into a 110 VAC power source (wall power outlet, power generator, power inverter, or power transformer).

3. **PCMCIA Communications Card:** If using optional communications to DEERS, plug the communications card into the top PCMCIA slot, if not already plugged in. The PCMCIA slots are on the side of the laptop. Connect the supplied interface cable to the communications card and the phone line or LAN jack.

4. **PCMCIA MRT Framegrabber Card:** If using an optional fingerprint scanner, plug the MRT PCMCIA Framegrabber card into the bottom PCMCIA slot, if it is not already plugged in. The PCMCIA slots are on the side of the laptop. Connect the supplied cable to the Framegrabber card. The cable for the Framegrabber will have an RCA/BNC connector on the end; always keep it attached so you do not lose it. Caution: This is a delicate connector!

5. **Fingerprint Scanner:** Connect the Framegrabber interface cable to the Video Out port on the back of the fingerprint scanner. This is a screw on connector; slide the connector on part way, align the notch on the end of the cable with the bump on the connector on back of the fingerprint scanner, then turn the connector clockwise as you push it on. (For disassembly you would turn it counter-clockwise as you pull it off). Connect the power cable between the fingerprint scanner's DC 12V port and the surge suppressor. Plug the dongle, which comes with the fingerprint scanner, between the laptop's printer port and the printer's interface cable to ensure the fingerprint capture software will operate.

6. **USB Hub:** If using a bar code scanner, smart card printer, or smart card reader/writer you will need to use the USB hub to connect these hardware devices to the laptop computer. Connect the supplied cable between the USB port on the back of the laptop to the USB hub's input connector. The output ports can be used to connect additional hardware devices.

1.3.2.3 System Disassembly

To disassemble the hardware associated with the RAPIDS Deployable System, ensure that the system has first been properly shutdown. See *Section 6.18, Quitting Windows NT 4.0*, if you need help on properly shutting down Windows NT. Then follow the remaining steps.

1. Turn off the power switch on the surge suppressor and all other hardware components that have one. Turn the Apple camera off by shutting the lens cover. For the Kodak camera, replace the lens cover and power off the camera.
2. Unplug the surge suppressor from the AC power source.
3. Unplug all power cords from the surge suppressor.
4. Disconnect the individual interface cables between each component and the laptop computer, and then remove any power cables that can be removed from its hardware component. When adapters are used, it is best to keep these connected to the cables so they do not get lost.
5. Disconnect the interface cables from the PCMCIA cards, but leave the PCMCIA cards plugged into the laptop.
6. Neatly coil all cables so they will fit back in the soft-sided carrying cases.
7. Remove the toner cartridge from the printer according to the instructions provided in the printer's manual, and store in the nylon bag provided.
8. Remove all batteries from the digital camera so they do not corrode inside the camera. Keep the Kodak Picture Card installed.
9. When the system is completely disassembled, pack all components, cables, and manuals into the provided soft-sided carrying cases for protection, according to the RAPIDS Deployable Packing Instructions.

Note: These steps should also be followed whenever the system needs to be returned for troubleshooting or maintenance purposes.

3.3 Deployable Laptop: Features and Connections at a Glance

These illustrations are only meant to help you understand how to use the laptop computer you have as part of deployable RAPIDS, and do not replace the laptop manufacturer's instructions. Deployable RAPIDS currently supports the Panasonic Toughbook CF-27.

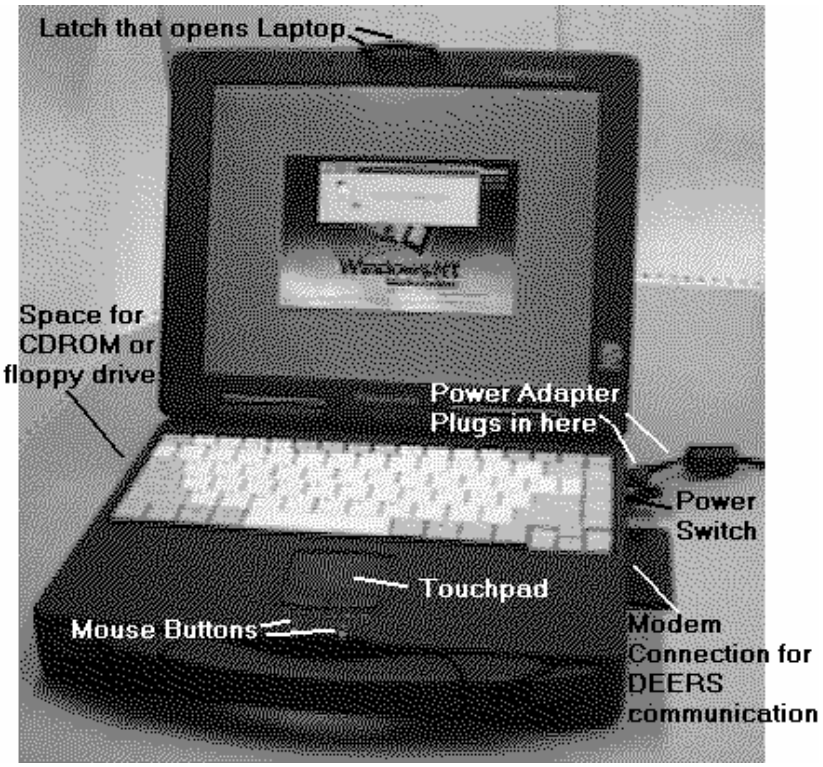
Instead of a mouse, this laptop has a touch pad that, if you sit square to the keyboard facing the display panel, is located between you and the keyboard.

Make note in the following illustrations of the front and back of the laptop where various features and connections are located.

To open and close the Panasonic Laptop use the following procedure.

1. Pull carry handle forward and locate the latch on the front edge of the laptop's cover.
2. Lift up the latch with your finger.
3. Lift open the LCD panel to a comfortable viewing angle.

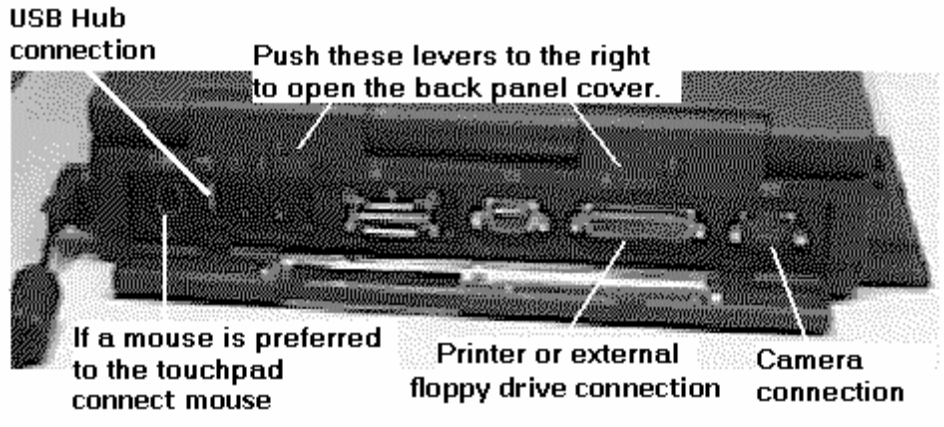
After turning off the laptop, to close the LCD panel, simply lower the panel over the keyboard pressing down until the latch catches to secure the panel.



Panasonic CF-27 Laptop

Changes needed to the above graphic: (1) Remove the word "space" and say "Device Bay". (2) Replace "Modem connection for DEERS Communication" with "PCMCIA slot- PCMCIA cards fit here".

To turn the Panasonic Laptop's power on and off: After opening the laptop, slide the Power lever on the side of the laptop toward the power adapter plug-in (right rear corner on the side) as far as it will go, hold for approximately one second, then release the lever. In a moment, you will see green lights flicker on below the mouse buttons, and the laptop will boot up. To turn the laptop off, first properly shut down Windows NT; your laptop will automatically shut down. Once the laptop has shut down, close the LCD panel.



Back view of Panasonic CF-27 Laptop

Update needed to graphic: (1) remove the word "connect" in the mouse description above and (2) add USB Hub connection.

Panasonic Laptop's Back Panel Interface Ports: To access the interface ports on the back of the Panasonic laptop, press the levers above the Back Panel Cover and it will drop down to reveal the interface ports. The printer and digital camera connect to the ports as shown in the figure above. For the Panasonic CF-27 laptop only, you can connect a USB Hub to the USB port to provide additional interface ports, which may be used to connect optional hardware devices, such as a bar code scanner, smart card printer, and smart card reader/writer. If you do not want to use the touchpad, you can connect a PS/2 mouse to the back of the laptop as shown above. The keyboard port can be used to attach an external keyboard or PIN keypad.

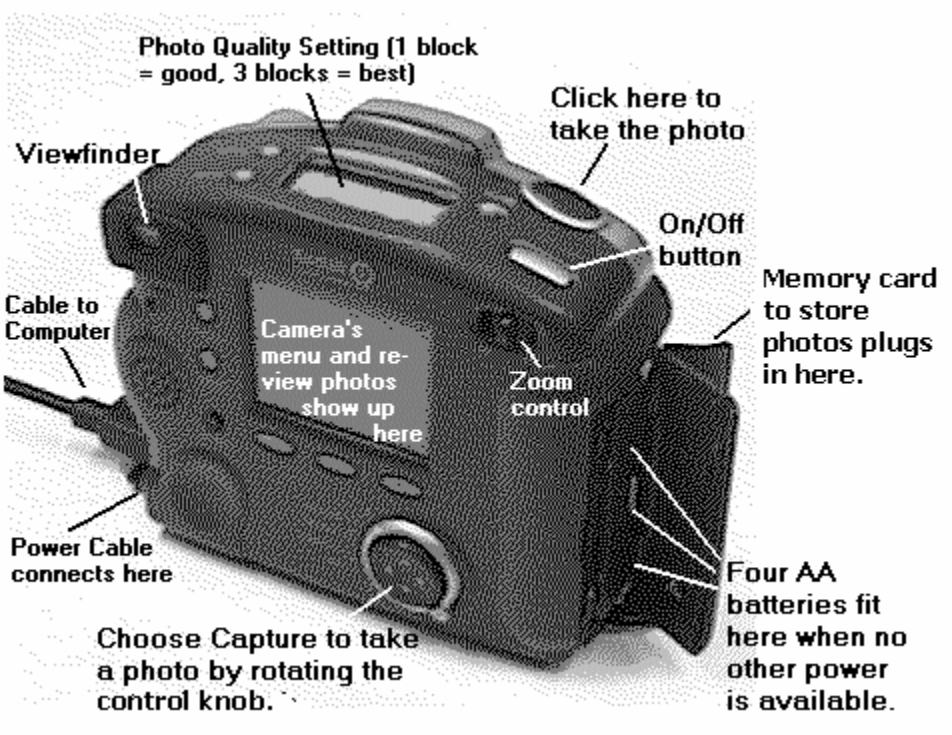
3.4 Deployable Camera: Features and Connections at a Glance

These illustrations are only meant to help you understand how to use the camera you have as part of deployable RAPIDS and do not replace the camera manufacturer's instructions. Please follow our recommendation in this Training Guide to learn to use the camera **before** your unit is deployed. Deployable RAPIDS includes one of three cameras, so refer to the appropriate section below for your camera make/model.

Note: For all cameras, always use the highest resolution setting for the picture quality on the digital camera. See the camera's manual for details on how to select this mode.

To turn the Kodak Camera on and off: Press the Power button on the upper right side of the camera, and then release it. The Ready light blinks green for about six seconds, before the camera is ready. In a moment the lens will extend, and the camera will be ready to take photographs. To turn the camera off, press the Power button and hold it for at least one full second.

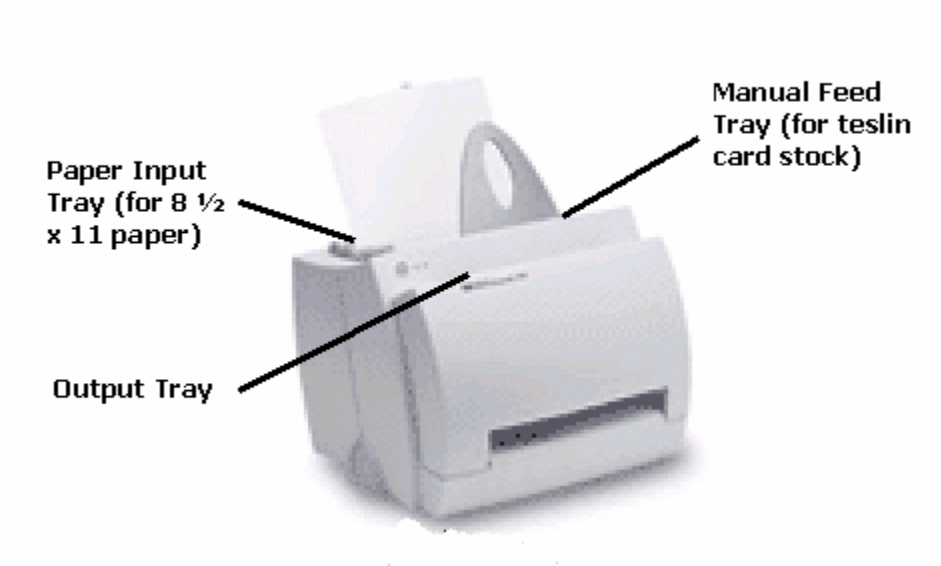
To Take Pictures with the Kodak Camera: The shutter button is located on the top right of the camera, near the front. Pressing the shutter button causes the camera to take a photograph. For more details, see *Section 10.8*.



Kodak DC220/DC265 Zoom Camera

3.5 Deployable Laser Printer: Features and Connections at a Glance

These illustrations are meant to help you understand how to use the laser printer you have as part of deployable RAPIDS, and do not replace the printer manufacturer's instructions. Deployable RAPIDS includes one of three laser printers. Refer to the appropriate section for your printer make/model.



Hewlett Packard 5L and 5L-FS Laser Printer

To turn the HP 5L and 5L-FS Laser Printer on and off: The LaserJet 5L/5L-FS printer

does not have an On/Off switch, it is **on** whenever it is plugged in. If the printer is inactive for 15 minutes, the printer will automatically enter **Sleep Mode**. When in Sleep Mode, the printer can be awakened by starting a print job through the software, pressing the Front Panel Button, or opening the Printer Door. The printer will retain the present fonts, macros, and printer settings while in Sleep Mode. After waking up, the Ready Light will be green, and the printer will be ready to print ID cards and DD Forms 1172. To turn the printer off, you need to either turn off the surge suppressor's On/Off switch or unplug the laser printer.

To load paper in the HP 5L and 5L-FS Laser Printer: Load 8 ½ x 11 plain white bond paper in the Paper Input Bin, as follows. The Paper Input Bin holds up to 100 sheets of paper.

1. Raise the Paper Input Support located on the top of the printer behind the Paper Input Bin, until a click is heard.
2. Insert up to 100 sheets of paper into the Paper Input Bin. The Ready Light will be lit green if the paper is loaded correctly.

Note: When adding paper to the Paper Input Bin, take out the paper already in the bin. Add the new paper to the pile. Shuffle and straighten into a neat pile before placing the stack in the bin. Do not simply add paper to the pile already in the Paper Input Bin.

Installing a Toner Cartridge in the HP 5L and 5L-FS Laser Printer: To install the toner cartridge or replace a used toner cartridge, follow the instructions in the printer's manual.

Caution: HP recommends NOT using refurbished toner cartridges; only new toner cartridges should be used. See the printer's manual for the proper part number to order.

HP 5L and 5L-FS Front Panel Status Lights and Button: The front panel of the HP LaserJet 5L/5L-FS contains three status lights and one button.

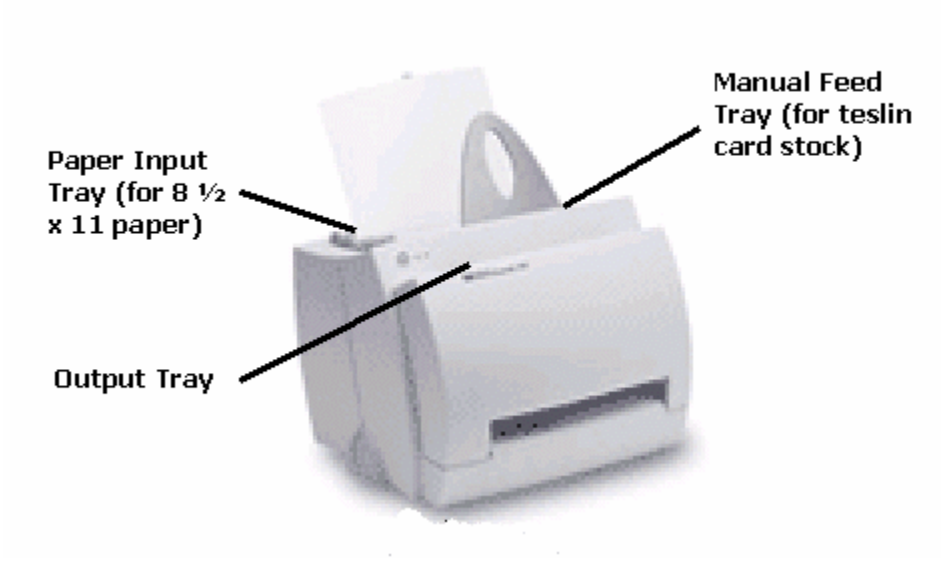
- **Error (top) Light:** Yellow: steady when an error occurs (i.e., out of paper), blinking when the page sent is too complex for the printer (causing a memory error), or off when the printer is in Sleep Mode.
- **Data (middle) Light:** Green: steady when the printer is busy receiving data, blinking when the printer is in Manual Feed Mode, or off when the printer is in Sleep Mode.
- **Ready (bottom) Light:** Green: steady when the printer is ready to print, blinking when the printer is busy receiving data, or off when the printer is in Sleep Mode.

Printing an ID Card Using Manual Feed Mode: The Manual Feed Mode should be used when printing the ID card.

1. Select the printer's Manual Feed Mode according the printer's manual. Set the Paper Path Lever to the lower position for a straight-through paper path. The Manual Feed Mode is selected if the Data Light is blinking.

2. Ensure that the correct cardstock has been placed in the Single Sheet Input Slot (located on the top of the printer, behind the Paper Output Support) in between the two sliding paper guides. The cardstock should be inserted face up with the top pointing down into the opening.
3. Adjust the two sliding paper guides up against the cardstock.
4. Make certain that the card stock is straight.
5. The printer will feed the paper once you select Print ID Card from the RAPIDS application.
6. After the first side is done, turn the cardstock over and insert it into the Single Sheet Input Slot to print the backside of the ID card.
7. Repeat steps 2-5.

Note: Each site is responsible for supplying its own teslin ID card stock for ID card production, 8 ½ x 11 paper for printing DD Forms 1172, and replacement toner cartridges.



Hewlett Packard 1100 Laser Printer

To turn the HP 1100 Laser Printer on and off: Printers that require 110 – 127 volts of power do not have a power switch. Unplug the printer to turn it off. Printers that require 220-240 volts of power have a power switch on the back of the printer.

Loading paper in the HP 1100 Laser Printer: To load plain 8 ½" x 11" paper in the printer, insert the paper in the Paper Input Tray. This is the tray/slot closest to the rear of the printer. Adjust the paper guides as needed.

Loading cardstock in the HP 1100 Laser Printer: To load the teslin cardstock in the printer, insert the cardstock color side facing the front of the printer and upside down in the Manual Feed Tray, one piece at a time. Be sure to adjust the paper guides as needed.

Note: The single sheet paper input tray is the second closest tray/slot toward the rear of the printer.

Installing a Toner Cartridge in the HP 1100 Laser Printer: To install the toner cartridge or replace a used toner cartridge, follow the instructions in the printer's manual.

Caution: HP recommends NOT using refurbished toner cartridges; only new toner cartridges should be used.

HP 1100 Front Panel Status Lights and Control Button: The front panel of the HP LaserJet 1100 contains two status lights and one button with a light.

- **Go Button Light (left):** on when certain errors occur (i.e., out of memory); blinking when the printer is in Manual Feed Mode, during reset, or during initialization; or off when the printer is in Power Save Mode.
- **Ready Light (middle):** on when the printer is ready to print or when fatal errors occur; blinking when the printer is busy receiving data, during reset, or during initialization; or off when the printer is in Power Save Mode.
- **Attention Light (right):** on during printer initialization, reset, and when certain errors occur (i.e., out of paper); blinking when the printer door is open, no toner cartridge, or paper jam; or off when the printer is in Power Save Mode.

Printing an ID Card Using Manual Feed Mode: The Manual Feed Mode will be used when printing the ID card. The Manual Feed Mode is selected when the Go Button light is blinking. It may be necessary to press the blinking green light.

Note: Each site is responsible for supplying its own teslin ID card stock for ID card production, 8 ½" x 11" paper for printing DD Forms 1172, and replacement toner cartridges.

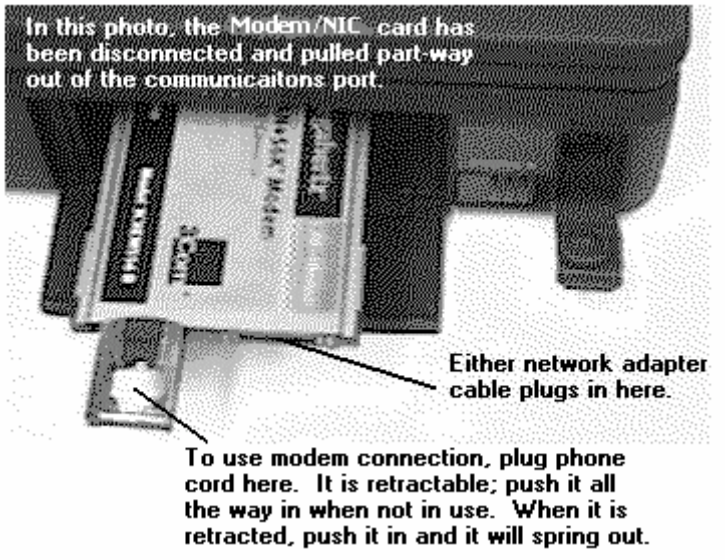
3.6 Deployable PCMCIA Communications Cards: Features and Connections at a Glance

In order to make a connection to the DEERS database via a RAPIDS server, you need either a modem and dial-up phone line or a network interface card (NIC) and LAN. Deployable RAPIDS will have one of the following PCMCIA communications cards: PCMCIA modem (3Com/Megahertz, Megahertz, Apex Data, or Smart Modular), PCMCIA Ethernet NIC (3Com), or PCMCIA combination card that contains both a modem and an Ethernet NIC (3Com/Megahertz).

These PCMCIA cards come with adapter cables that are specially designed for use with the particular PCMCIA card. The adapter cables connect the card to the network jack or telephone jack used for communications connectivity.

Each of these PCMCIA cards is designed to slide into the laptop's PCMCIA slot. The *Deployable Laptop: Features & Connections at a Glance* section contains a picture of a Panasonic laptop, showing you where to look for the PCMCIA slots on the laptop. The LAN/modem card fits into the top slot in the laptop.

The illustrations below will help you understand how the PCMCIA communications cards are connected and used. This figure shows the PCMCIA combination modem/Ethernet NIC card, but the others are very similar.



Using PCMCIA Cards in the Deployable Laptop

For instructions on how to make a communications connection with DEERS using the PCMCIA modem and/or Ethernet NIC, see *Section 10.4.3*.

3.7 Deployable PCMCIA Framegrabber Card and Fingerprint Scanner: Features and Connections at a Glance

Some RAPIDS Deployable laptops are equipped with a PCMCIA Framegrabber and fingerprint scanner for capturing fingerprints from personnel in an annuitant status during the issuance of the ID cards. The fingerprint scanner is connected to the laptop computer via the PCMCIA Framegrabber card.

Refer to *Section 6* of this Training Guide which details the DEERS/RAPIDS fingerprint capture process and instructs the user on obtaining good quality fingerprints.

To turn the Fingerprint Scanner On and Off: Turn the **Power** switch on the back of the fingerprint scanner to the **On** or **Off** position.

4 Configuring and Establishing Communications on Your Deployable RAPIDS System

Three types of communications options are available to support Deployable RAPIDS system connectivity. You must select one of the three connectivity options listed below and identify the Internet Protocol (IP) addresses, firewalls, Ethernet drops, analog phone lines, or login IDs required to establish connectivity for each Deployable RAPIDS system that will be used.

1. LAN connectivity via Ethernet
2. Dial-up connectivity using centralized dial
3. DISN 1-800 Dial-Up Service.

Procedures for the RAPIDS SSM to establish communications using the LAN or dial-up remote access service (RAS) follow.

Please try this at home! It is an excellent idea to try these procedures before your unit deploys, when you have the certainty of communications, and when there is less pressure than you would find trying to establish communications for the first time in a deployed situation.

4.1 Logging on to Deployable RAPIDS as Administrator

To log in to deployable RAPIDS as the system administrator, use the following procedures.

1. Close any programs that are running on deployable RAPIDS and restart the computer. You can click **Start**, and then select **Shut Down.** Then select the **Close all programs and log in as different user** option button.
2. Press CTRL+ALT+DELETE to advance to the Authorized Users Only screen. At the end of the text, two codes appear in a single set of parentheses. These are encrypted codes that contain the login ID and password for the administrator account on this computer.
3. Call the D/RAC / D/RSC-E / DSO-A and tell them you need to log in to your deployable RAPIDS as administrator. They will ask you to read the codes at the

bottom of the Authorized Users Only screen. Then, they will tell you the one time password for the administrator account.

4. Click **OK** to advance to the Login Information screen.
5. Type administrator in the User Name text box (or another user name, if a different one was supplied to you by the D/RAC / D/RSC-E / DSO-A).
6. Type the password supplied to you by the D/RAC / D/RSC-E / DSO-A in the corresponding text box, and then click **OK**. You will be logged on with administrator permissions, and you can continue on to step two of the process to establish communications using a NIC.

4.2 Initial Installation Procedure: Adding a Machine Name

1. Cable up all network cables if not already done so.
2. Log in with administrative privileges. (See *Section 10.4.1* of this Training Guide.)
3. Right-click on the Network Neighborhood icon and select **Properties**.
4. Add the computer name using the following procedures.

- **Click** Change **from the** *Identification* **tab (if needed).**
- **On the Identification Changes dialog box, type in the computer name from the Site Information sheet.**
- **Click** OK **on the Identification Changes dialog box.**
- **Click** OK **at the message box, "The Computer Name has been successfully changed to [Computer Name]. This change will not take effect until the computer is restarted."**
- **Restart the machine.** Note: **The computer name and the workgroup name must be added separately as two steps. It is necessary to reboot the machine in between these two steps.**

5. Verify/add the workgroup name. If the workgroup name does not display the name listed on the Site Information sheet, add the workgroup name as follows:

- **Login with administrative privileges.**
- **Right-click the Network Neighborhood icon and select** Properties**.**
- **Select Change from the** *Identification* **tab.**
- **Select the** Workgroup **option button and type in the workgroup from the Site Information sheet.**
- **Click** OK **on the Identification Changes dialog box.**
- **Click** OK **at the message box, "Welcome to the [Domain Name] domain."**
- **Select** Close **within the Network dialog box.**

6. Select **Yes** at the message box, "You must shut down and restart your computer before the new setting will take effect. Do you want to restart your computer now?"

4.3 Deployable Communications: Configuration for Ethernet/LAN

Communications

The following procedure is used to configure TCP/IP when using either Dynamic Server Configuration Protocol (DHCP) or Ethernet.

Note: Disregard this section if the deployable laptop will not be used for LAN based communications.

When you want to establish communications with DEERS using a PCMCIA network interface card (also called Network Adapter or NIC), first log out of all programs including RAPIDS, since a reboot is part of the process of establishing the connection. Before you begin, you need to determine whether the server site uses DHCP or if you will be given a static IP address with which to connect.

If you will be given a static IP address, obtain the subnet mask and default gateway address from your local communications group. All three are numeric codes that contain dots between four sets of numbers (e.g., 123.123.123.123). Know the correct dot placement before you enter the codes in their respective text boxes, as part of the following procedure.

Note: The RAPIDS SSM in conjunction with the local communications group is responsible for determining whether a firewall will be traversed when using Ethernet/LAN connectivity. If so, it is absolutely critical that all appropriate firewall ports are open. These firewall ports are port 3002 for pull/push of data and port 4009 for Oracle database synchronization.

The following procedure is used to configure TCP/IP when using either DHCP or Ethernet. Disregard these procedures if the Deployable laptop will be used for dial-up communications only.

1. Cable up all network cables.
2. Login with Administrative privileges (See *Section 10.4.1* of this Training Guide).

- **Right-click the Network Neighborhood icon and select** Properties.

3. Verify/add network adapters.

- **Click the** *Adapters* **tab from the Network dialog box.**
- **If the 3COM Mhz LAN+56K Modem PC Card (Ethernet) adapter already displays, go to step five. If not, click** Add **on the** *Adapters* **tab.**
- **Click** Have Disk **on the Select Network Adapter dialog box.**

4. If this will be set up as a DHCP Ethernet Workstation, then use the following procedure.

- **Right-click Network Neighborhood, and select Protocols.**
- **Select "Obtain an IP address from a DHCP server."**
- **Proceed to step ten.**

Note: A properly configured DHCP server must exist on the same network as the DHCP workstation, in order for a DHCP Ethernet workstation to function properly.

1. Click the ***Protocols*** tab on the Network dialog box.
2. If the TCP/IP Protocol already displays, go to step seven. Otherwise, select the **TCP/IP Protocol** entry in the Network Protocols list box.
3. Click **Properties** to display the Microsoft TCP/IP Properties dialog box.

- *IP Address* **tab: (repeat for each installed adapter).**
  - Ensure that the appropriate adapter is selected in the combo box. The card fielded for Guard/Reserve Deployables is **3COM MHz LAN+56K Modem PC Card (Ethernet)**. You will need to validate settings for each adapter that appears in the combo box.
  - Click the **Specify an IP Address** option button.
  - Type in the IP address from the Site Information sheet.
  - Type in the Subnet Mask from the Site Information sheet.
  - Type in the default Gateway IP address from the Site Information sheet.
- **WINS Address tab:**
  - Delete IP address 192.147.35.183 for the Primary WINS Server.
  - Select the **Enable LMHOSTS Lookup** check box.

4. Click **OK** to close the Microsoft TCP/IP Properties dialog box. If a warning message states that the Internet hostname is different than the current computer name or that at least one adapter card has an empty primary WINS address, click **OK** or **Yes** in answer to the warning message, "Do you want to continue?"
5. Click **Close** on the Network dialog box.

   Note: After selecting, the system may take you back to step eight.
6. Click **Yes** in answer to the message, "You must shut down and restart your computer before the new settings will take effect. Do you want to restart your computer now?"

4.4 Installing RAS

The following procedure is used to configure RAS when using your modem for dial-up connectivity. This section should be used when configuring your laptop to dial into TSACS or centralized dial devices. Disregard this section if the deployable laptop will not be used for dial-up connectivity.

Note: The RAPIDS SSM, in conjunction with the local communications group, determines whether a firewall will be traversed when using dial-up connectivity using TSACS or centralized dial. If so, it is absolutely critical that all appropriate firewall ports are open. These firewall ports are port 3002 for pull/push of data and port 4009 for Oracle database synchronization.

Deployable RAPIDS systems can connect to DEERS via a military installation's centralized dial device. You do not need to connect to a RAPIDS server, because DEERS will recognize the Deployable RAPIDS system just as it would recognize any RAPIDS server. In order to connect to DEERS in this fashion, you will need a user name and password assigned to you by the owner of the centralized dial device. The installation's communications activity can provide this to you.

1. Log in with administrative privileges. (See *Section 10.4.1* of this Training Guide).
2. Install the PCMCIA modem. (If the modem is already installed, skip to step three.):

- **Click Start, and then select Settings|Control Panel.**
- **Double-click the Modems icon and select** Add**.**
- **At the Install New Modem dialog box, select** Don't detect my modem. **Select** Next **to continue.**
- **Deployable Laptops using LAN+56K Modem(3CXEM556B): On the Install New Modem dialog box, select** Have Disk… **. Select** Browse **to the following path:** c:\Archive\Drivers\NICs\Ethernet\3CXEM55x\Disk1\Mdmem556.inf **on the Insert Disk dialog box and select** OK**. On the Install New Modem dialog box, select** 3Com megahertz LAN + 56K Modem PC Card (B) (Modem Interface)**. Select** Next**.**
- **In the Selected Ports list box, highlight the** COM2 **port in the field stating, "You have selected the following modem."**
- **Select** Next **to continue.**
- **If the Location Information dialog box appears, select the appropriate country and area code, and select** Next **to continue.**
- **Select** Finish **to display the Modems Properties dialog box.**

3. Configure the PCMCIA modem:

- **On the Modems Properties dialog box, highlight the device (modem) that needs to be configured, and click** Properties**.**
- **On the** *General* **tab, select the appropriate Maximum Speed of** 57,600 **for PCMCIA Modems.**

- **If the device is a modem, click** Advanced **on the** *Connection* **tab. On the Advanced Connection Settings dialog box, type** &W **for Extra settings. Click** OK **to close the Advanced Connection Settings dialog box.**
- **Select** OK **on the <modem model> Properties dialog box.**
- **Select** No **to the message "Do Dial-Up networking now."** Note: **You will be directed to configure dial–up networking later.**
- **Once the modem has been configured, click** Close **to close the Modem Properties dialog box.**

4. Configure the port used by the PCMCIA modem.

- **Double-click the Ports icon.**
- **On the Ports dialog box, highlight the** COM2 **port from the Ports list box and select** Settings**.**
- **Select the appropriate Baud Rate of** 57,600 **for the PCMCIA Modem.**

  Note: Select the ***Advanced*** tab to configure COM ports three and four if necessary for Smart card machines.

- **Select** Hardware **for Flow Control.**
- **Click** OK **on the Settings for COM*:* dialog box.**
- **Once all of the ports have been configured, click** Close **to close the Ports dialog box.**
- **Close the Control Panel window.**

5. Use the following procedure to install RAS.

- **Right-click the Network Neighborhood icon and select** Properties**.**
- **Select the** *Services* **tab from the Network dialog box.**

  Note: Check to see if RAS is already installed. If not, continue with the following steps to add.

- **Select** Add **from the** *Services* **tab.**
- **Select** Remote Access Service **on the Select Network Service dialog box and click** OK**.**
- **Type in** c:\Archive\WindowsNT **on the Windows NT Setup dialog box and click** Continue**.**
  - Select one of the RAS capable devices on the Add RAS Device dialog box and click **OK**. For example: **3Com megahertz LAN + 56K Modem PC Card (B) (Modem Interface)**.
- **On the Remote Access Setup dialog box, add the remaining RAS capable devices if necessary.**
- **Click** Network **to display the Network Configuration dialog box.**
- **Ensure that TCP/IP is selected and click OK.**
- **Click** Configure **(right of the TCP/IP check box) to configure the Configure Port Usage dialog. Ensure that the dial out only option is selected.**
- **Select** OK **to dismiss the Configure Port Usage dialog.**
- **Click** Continue **to close the Remote Access Setup dialog box.**

- **Click** OK **at the message, "Remote Access Service has been successfully installed."**
- **Click** Close **to exit the Network dialog box.**
- **Select** Yes **to the question, "You must shutdown and restart your computer before the new settings will take effect. Do you want to restart your computer now?"**

4.5 Deployable Communications: Creating Dial-up Phonebook Entry

You can establish a dial-up connection with a modem while the deployable unit is in use, even during a RAPIDS session. If RAPIDS is running in deployed mode when you want to establish communications, proceed with step one, below.

In order to succeed, you will need to know the telephone number of the modem at the centralized dial / TSACS or 1(800) DISA dial-up service location. You will need a user account for a centralized dial device that accepts incoming calls.

1. If you are attempting a dial-up connection on deployable RAPIDS and no phonebook entry exists for the system you are trying to dial, you must create the phonebook entry. This phonebook entry could be used to connect to the centralized dial device, TSACS, and/or DISN dial up service. If you have any questions regarding this matter, please contact your D/RAC / D/RSC-E / DSO-A. Login with administrative privileges (See *Section 10.4.1* of this Training Guide.)
2. Click **Start** in the Windows NT desktop, then select **Programs|Accessories|Dial Up Networking**. The Dial-Up Networking screen appears.
3. Click **New…**. The first screen of the New Phonebook Entry Wizard appears.
4. In the **Name…** text box, type a name (e.g., dial-up to centralized dial) for the entry you are about to add; then click **Next**.
5. At the Server screen, select **I am calling the Internet** and **Next**.
6. Type the numbers you would have to dial on a telephone from your current location to contact the centralized dial/TSACS server. If you need to dial **9** to get an outside line, you must include it here. If it is a long distance or international call, include **1** followed by the area/country code, prior to the number. Use a comma (,) to indicate a pause (e.g., to wait for dial tone after dialing number(s) to get an outside line).
7. Click **Next;** then click **Finish**. The phonebook entry has been created and is ready for use.

To dial using your modem, continue with the following steps.

8. Login with administrative privileges. (See *Section 10.4.1* of this Training Guide.)
9. In the Windows NT desktop, click Start, then select **Programs|Accessories|Dial Up Networking**. The Dial-Up Networking screen appears.
10. Ensure that the name in the "Phonebook entry to dial" box is that of the server site you wish to dial. If it is not, click on the right side of the box, and then choose the correct entry from the list.
11. When you make your choice, the values in the "Phone Number Preview" and "Dialing From…" boxes will be updated to contain the information that corresponds to the entry you have chosen.
12. Click **Dial**. The **Connect to…** window opens. Type the User name, Password and Domain that have been provided to you by the service site.
13. Click **OK**. You will hear the modem try to connect. If you are successful, the window will close, and an icon in the lower right corner of the Windows NT desktop tells you that you are connected.
14. Double-click  to start RAPIDS.
15. RAPIDS will come online. If it does not, double-click the word "Deployed" in the status bar, and then click Yes to indicate that you want to establish the connection.

4.6 Initial Configuration of Database, Devices, and Security

Note: The following steps detail the initial configuration of your deployable RAPIDS system. It is not necessary to follow the steps each time the deployable RAPIDS system is accessed unless the configuration has changed.

1. Log in with administrative privileges.
2. Ensure that the machine can participate in the domain. (Establish a connection to DEERS.)
3. Double-click the RAPIDS Configuration icon on the desktop. The RAPIDS Configuration dialog box will be displayed.

- System **tab:**
  - Click **Machine is a dedicated RAPIDS system** check box.
  - Click **Date and Time**. Use the Date/Time Properties dialog box ***Date & Time*** tab to set the date, time, and the ***Time Zone*** tab to set the time zone. Click **OK** when done with the Date/Time Properties dialog box.
- **Authentication tab:**

  Note: Delete the contents of the Name edit box and fill the IP Address edit box with all zeros.
  - Click **Test** under Administration Service to test the administration services. The response is a dialog box stating you "pinged successfully."
- **Databases tab:**
  - In the Alias combo box, key in the name of the server containing the Oracle database used by this machine.
  - The Primary Name or IP edit box should be faded.
  - In the Secondary Name or IP edit box, enter a secondary IP address only if a static one is provided. If not, leave this field blank.
  - Click **Update TNSNames** to update the c:\orant\network\admin\tnsnames.ora file.
  - Click **Yes** to continue when presented with a RAPIDS Configuration dialog box that contains the message, "This will overlay the TNSNames.ora file with a RAPIDS specific version. Continue?"
  - When presented with a RAPIDS Configuration dialog box that contains the message, "TNSNames.ora file successfully updated," click **OK** to return to the main RAPIDS Configuration dialog box.
  - Start the database and update the listener file using the following procedure.
  - Click **Update Listener** to update the c:\orant\network\admin\listener.ora file.
  - When presented with a RAPIDS Configuration dialog box that contains the message, "This will overlay the Listener.ora file with a RAPIDS

specific version. The Oracle database will be disabled while this file is updated. Continue?" click **Yes** to continue. This command will take approximately one minute during which time a progress bar will be displayed.

- When presented with a RAPIDS Configuration dialog box that contains the message, "Listener.ora file successfully updated," click **OK** to return to the main RAPIDS Configuration dialog box.
- Click **Test Connection** in the RAPIDS server group on the RAPIDS Configuration dialog box to test the network connection to the database on the RAPIDS server. A progress bar will be displayed briefly stating, "Attempting connection to [database name]." When a connection has been established, click **OK** to return to the main RAPIDS Configuration dialog box.
- Ensure that your communications is active, and click **Test Connection** in the DEERS database group on the RAPIDS Configuration dialog box to test the network connection to the DEERS database. A DOS screen will display with the replies.
- Press any key to return to the main RAPIDS Configuration dialog box.

- **Bar Code Reader tab:**
  - If a bar code scanner is attached to the machine, select the appropriate scanner model from the Bar Code Reader combo box.
  - Select the COM port to which the bar code reader is attached.
- Camera **tab:**
  - If a camera is attached to the machine, select the appropriate camera model from the Camera combo box.
  - Select the COM port to which the camera is attached (**COM1**).
  - If installing a Kodak DC220 or Kodak DC265 Digital Camera, use the following procedure to modify the Port baud setting to **115200** and decrease connection times to the camera.
    - Click **Start;** then select **Settings|Control Panel**. Double-click the Ports icon. Select the port that the to which the Kodak is connected (**COM1**), and click **Settings**. On the Settings for Com dialog box, change the Baud Rate to **115200**.
    - The camera should keep the following default settings for use with RAPIDS. Please feel free to change the format of the items below.
    - Picture Type: Still
    - Flash: Auto
    - Quality: Best
    - Kodak DC220 Digital Camera Resolution: High (1152 x 864)
    - Kodak DC265 Digital Camera Resolution: High (1536 x 1024)
    - White Balance: Auto
    - Watermark: **None**

- Advanced Exposure Modes: Programmed AE
- Capture Settings
  - File Type: JPG
  - Quick View: 3 sec.
  - Auto Rotate: On
  - System Sounds: On
  - Sleep Timeout: 2 min.

- Camera Name Settings
  - Kodak DC220 Digital Camera: **DC220**
  - Kodak DC265 Digital Camera: **DC265**

Note: The values in **bold** are required values for RAPIDS. The other values are simply recommended.

- **Fingerprint Reader tab:**
  - If a fingerprint reader is attached to the machine, select the appropriate fingerprint reader model from the Fingerprint Reader combo box (**Identicator DFR-90DF**).
  - MRT Configuration:

    4. Select the fingerprint reader model and Framegrabber types from the appropriate combo box. When Framegrabber type is MRT VideoPort Pro, the Framegrabber Properties section is enabled.
    5. If necessary, select any one of the filters:
       - **Smoothness Filter:** A milder averaging filter (**This is the default and is highly recommended**).
       - **Detail Filter:** Enhances detail in the image.
       - **Sharpen Filter:** Sharpens the edges in the image.
       - **AI Sharpen Filter:** AI stands for "anti-interlace." This removes interlace-effects caused by time-delays in full motion video. AI Sharpen combines an AI filter with the Sharpen filter to bring back crispness after removing interlace-effects.
    6. If necessary, enter in a new brightness and contrast value. These values affect the brightness and contrast of the grabbed image. The default values are Brightness: **-5** and Contrast: **10**. The valid brightness and contrast ranges are as follows:

	Min Value	**Max Value**
Brightness	-128	127
Contrast	-128	127

- **Printers tab:**
  - Install printer drivers using the following procedure.
    - Click **Add Printer to System**.

- Click the **My Computer** option button on the Add Printer Wizard dialog box and click **Next** to continue.
- Select the port to which the printer is attached (LPT1) in the Available Ports list control and click **Next** to continue.
- Select the appropriate manufacturer and printer.

  Reminder: The Brother HL 960 uses the HP LJ 4 printer driver. If not in the list (HP1100 is not on the list), select **Have Disk**, and enter the following path to install the printer driver: **c:\Archive\Drivers\Printers\HP_LJ_1100**. Click **Next** to continue.
- Click the **Not shared** option button, and click **Next** to continue.
- Click the **Yes** option button, and click **Finish**.
- If the Files Needed dialog box appears, for Copy files from, type in **c:\Archive\WindowsNT**.
- A message box should appear asking if you would like to print a test page. Ensure that the printer is attached and powered on. Click **Yes,** then click **OK**.
- A test page should be printed.
- When the RAPIDS Configuration dialog box is displayed, select the newly installed printer as the RAPIDS ID card and/or smart card printer.
- Suggested offset values for ID cards and 1172 are as follows:
  - ID Card Offsets: front top 2200, back top 2200, Front left: 3390, back left: 3350
  - 1172 Offsets: top: 710, left: 125.
- These will allow the ID card to print within the limits of the actual card and not over the perforated lines. Use the suggestion that best works for your particular site.
- To add a CAC compatible printer, repeat the above process to add the printer.

- If your system has an Internal or External encoder, select the COM port to which the encoder is attached.
- If your system has no encoder, select **None** as the COM port.
- If your system has an S2 Smart card printer w/ in-line encoder, select the In-line encoder check box.
- On other Smart card printers, deselect the In-line encoder check box.

Note: When a smart card printer is installed, make sure that the ID card and DD Form 1172 printer is set as the default.

- *Security* **tab: A progress bar will be displayed briefly.**
  - Click **Activate Site** to add a site to the RAPIDS server. Each Deployable RAPIDS laptop has a unique site ID.
  - Key in the following on the Activate Site dialog box, and then click **OK**:
    - **Site ID:** (from the Site Information sheet)

- **UIC:** (from the RAPIDS SSM)
- **Phone #:** (from the RAPIDS SSM)

- When presented with a RAPIDS Configuration dialog box that contains the message, "Site <#> was successfully added to the transaction database," click **OK** to return to the main RAPIDS Configuration dialog box.
- Repeat the previous two commands to add the remaining sites assigned to the RAPIDS server. For back-up training purposes, it is advisable for the FSR to also add the EDS/DEERS site ID **101152**.
- Select the Refresh list of available RAPIDS SSMs button.
- Click **OK** to acknowledge the warning on the RAPIDS Configuration dialog box.
- A progress bar will be displayed while the list of RAPIDS SSMs is being refreshed.
- You will return to the main RAPIDS Configuration dialog box.
- Click **Activate SSM** to add an RAPIDS SSM for a given site.
- Click **SSM** on the Activate SSM dialog box and then click **OK**.
- Repeat the previous two commands to add the remaining RAPIDS SSMs for the sites assigned to the RAPIDS server.

1. Click **Close** to close the RAPIDS Configuration dialog box. A progress bar will be displayed briefly.
2. Double-click the RAPIDS Configuration icon on the desktop again. Select the ***Authentication*** tab and ensure for all systems except deployable that the information under Authentication Machine is complete. **A known bug is that it may be necessary to delete the Name and IP address entries a second time**. If not, return to the ***Authentication*** tab instructions at the beginning of this document. Click **OK** to close the RAPIDS Configuration dialog box. It is possible that you may see several expected warning messages stating that X parameters were not initialized. Click **OK** after each message.

4.7 Apply Windows NT Post-Release Software and Create Emergency Repair Disk

1. Log in with administrative privileges (you may already be logged on from the previous procedure).
2. Select **Start** and select **Run**.

- **Run the following command:** d:\setup.bat**. You will see an MS-DOS window open stating that it is not necessary to be connected to DEERS to perform an update.**

3. Create an Emergency Repair Disk.

- **Put a blank 3.5" HD floppy disk in the a: drive. (Do not use the original repair disk, if one exists).**
- **Click** Start **and select** Run**.**

- **Run the command** rdisk**.**
- **Click** Update Repair Info **on the Repair Disk Utility dialog box.**
- **Click** Yes **if prompted with, "The repair information that was saved when you installed the system or when you last ran this utility will be deleted. Do you want to continue this operation?" A Saving Configuration progress bar will appear.**
- **Click** Yes **at the message box, "Do you want to create the Emergency Repair disk?"**
- **Click** OK **at the message box, "Warning: All data in the floppy disk will be erased." A Formatting Disk progress bar will appear and will be followed by a Copying Configuration Files progress bar.**
- **Click** OK **at the message box, "Windows NT repair information contains security sensitive data. Please ensure that the emergency repair disk you just created is stored in a safe place accessible only to administrators of this system."**
- **Click** Exit **to close the Repair Disk Utility dialog box.**
- **Remove the 3.5" floppy disk and label it as follows: NT 4.0 Deployable Emergency Repair Disk. <PC NAME> <DATE> <TIME>.**

4.8 Installation Testing/Validation

1. The RAPIDS SSM activated in the previous steps should complete the following procedure.

- **Log in using the initial password BASEBALL, and start RAPIDS.**
- **Select** Tools|User Administration **from the menu bar. The RAPIDS User Security Navigator dialog box appears.**
- **Click the** Update User **option button.**
- **Click** Next**. A progress monitor will briefly display.**
- **Select the name on the RAPIDS User Security Navigator – Update User dialog box.**
- **Click** Next**. A progress monitor will briefly display.**
- **Acknowledge any error messages that appear regarding the password.**
- **Click** Next **on the RAPIDS User Security Navigator – DEERS Security dialog box.**
- **Add the VO, IO, and SVO roles.**
- **Click the** Update Password **check box and type in the user's DEERS password twice. (This would be the password that arrived within the secure gray envelope. If necessary, this password can be reset through the D/RAC / D/RSC-E / DSO-A).**
- **Click** Finish **on the RAPIDS User Security Navigator – RAPIDS Security dialog box.**
- **Click** Yes **or** No **at the question, "Do you wish to perform another security function?" This is an opportune time for the RAPIDS SSM to add and assign roles to the remainder of the RAPIDS users for this site.**
- **If** No **is selected, exit RAPIDS.**

2. Start RAPIDS, open a family, and create a DD Form 1172 and ID card.
3. Shut down RAPIDS, and restart the machine.

5 Deployable User Administration

User administration on deployable RAPIDS is significantly different from user administration on desktop systems. All users of deployable RAPIDS must have a user account that was created on that deployable RAPIDS system. The subsections under this heading discuss three aspects of user administration that are particular to deployable RAPIDS.

5.1 Deployable RAPIDS and the SSM User Role

When any user account is created on deployable RAPIDS, the RAPIDS SSM role is automatically granted to that user. This means that, by default, all deployable RAPIDS users can add, modify, and delete user accounts, and perform any of the other RAPIDS SSM functions while operating the system in deployed mode (that is, without communications). The generic user account is also assigned the SSM user role (see Section 10.5.3).

5.2 Creating and Registering User IDs on Deployable RAPIDS

For communications and security purposes, each deployable RAPIDS is regarded as a "RAPIDS site." In order for the records sent by a deployable RAPIDS user to be accepted by DEERS, the sending user's ID must meet the following criteria.

- The ID must be created on that deployable RAPIDS laptop, even if the user has an account that already exists at a desktop (non-deployable) RAPIDS workstation or on other deployable RAPIDS laptops,.
- The ID must be registered for use at the RAPIDS site corresponding to the deployable RAPIDS system they will use.

There are two ways to set up an account on deployable RAPIDS.

1. **Create and register DEERS user IDs in online mode ahead of time.** This is the preferred method because you can create and register the user IDs when communication is available between deployable RAPIDS and DEERS. When you create a user ID on deployable RAPIDS, you can follow the normal procedure for creating a user ID at any desktop RAPIDS (see *Section 9* of this Training Guide). The user ID is, in this case, registered automatically.

   Therefore, when RAPIDS users who will have to use deployable RAPIDS are identified a few days before the deployment, connect the deployable unit to DEERS, and create the user ID(s) on the deployable RAPIDS before the actual need arises.

2. **Create and register user IDs in offline mode.** This is what may be necessary if you must add user IDs in deployed situations, when it is impossible to make a connection between deployable RAPIDS and DEERS.

   Creation and registration of user IDs in offline mode requires some form of verbal or message communication with the DEERS/RAPIDS Security Office or the D/RAC / D/RSC-E / DSO-A. If phone lines, e-mail, or some other communication is not available, it is not possible to use this method. Call the

DEERS/RAPIDS Security Office at 1-800-3RAPIDS, extension 5006 or 5007, send an e-mail (call and ask for the e-mail address), or send regular mail to 1600 N. Beauregard Street, Attention: Security, Alexandria, VA 22311. Tell them why you are calling, and provide the following information.

- **The site ID of the deployable RAPIDS laptop for which the user needs to be registered on your deployable workstation. (This appears in the first screen of the RAPIDS User Security Navigator.) Then select** Tools|User Administration **from the RAPIDS menu bar to view it.**
- **Provide the name of the person who will need to use the deployable RAPIDS.**

This process requires 24 hours to complete. The following business day, the DEERS/RAPIDS Security Office can provide to the site two character strings, which should be typed into the Encrypted Data and Decryption Key text boxes when prompted by the RAPIDS User Security Navigator.

Add the user account as you would normally add any user account, referring to the instructions in *Section 9.2.2*, *Add New User*, in this Training Guide. At the beginning of the navigator, an extra screen appears, prompting you to enter the Encrypted Data and Decryption Key. Fill in these fields with the character strings that were provided to you by the Security Office.

5.3 Generic User ID on Deployable RAPIDS

Each Deployable RAPIDS system is configured with a generic user account. This allows your unit to continue issuing ID cards and to perform other RAPIDS actions in extreme situations in the event that no person who has a user ID is available. This generic ID can be obtained by calling the D/RAC / D/RSC-E / DSO-A.

When a user is logged on using the generic ID, he or she is not allowed to transmit data to DEERS. However, a generic user can work in offline mode, and the records they create can be sent to DEERS by a user whose ID has been registered.

Every unit that may use deployable RAPIDS should ensure that all personnel who use deployable RAPIDS know the generic user ID and password so that they can issue ID cards during the deployment.

5.4 Deployable Theft Protection and the Key Master

RAPIDS deployable systems run a much higher risk of theft than desktop systems. It is expected that desktop systems are used in secured areas, whereas deployable units are frequently used in public spaces. Because of this increased risk and because deployable systems are designed to operate for extended periods without communicating with DEERS security services, the deployable systems need to have an extra layer of protection against unauthorized use.

All dedicated RAPIDS systems have a watchdog program that monitors the use of the system. This program must be resident in memory for RAPIDS to run. On deployable systems, the watchdog program is extended in an attempt to minimize the amount of time a system can be used without authorization. Much of the increased security relies on the fact that the system will lock itself after a certain number of days until a *Key Master*

provides the appropriate unlock key. A locked system will not allow the use of RAPIDS. Users will still be able to log in to Windows NT, but they will be told that the use of RAPIDS has been suspended. If a user tries to run the RAPIDS application while the system is locked, they will receive the message box, "The security system of this dedicated RAPIDS machine has been compromised. Please contact the RAPIDS Assistance Center for more details. RAPIDS will now exit." The *Key Master* and an NT administrator are the only individuals who can unlock a system. The *Key Master* should therefore be a ranking official who is responsible for ensuring that the deployable system is being used for authorized card issuance.

Locking the system after a specified number of days should minimize the amount of time that a stolen system could be used to create ID cards. Of course, to create ID cards on a stolen system, the thief would also need to have stolen user credentials and cardstock. If the thief has stolen the *Key Master* password, then the need to reset the system after the number of unlocks has been exceeded should minimize the amount of time that a stolen system could be used to create ID cards. The system must be reset after the specified number of unlocks (default is ten) has been exceeded. A Windows NT administrator is the only one that can reset the system.

When a user logs on to a RAPIDS deployable system, the watchdog application checks the following before authorizing use of RAPIDS.

Key Master password. If the password does not exist or a program other than those approved by RAPIDS created it, the user will receive the message box, "The security of this dedicated RAPIDS system has been compromised. Use of RAPIDS on this system will be suspended." The following text is placed in the Windows NT application event log: "The login monitor has determined that the Key Master password has been tampered with. Use of RAPIDS is being suspended." After acknowledging the message box, the user is unable to use RAPIDS. New deployable systems are created with a default password.

If the system has been configured to lock up after a certain number of days and the number of times that the system has been configured to allow unlocks has been reached, the user is prompted with the message box, "Use of RAPIDS has been suspended because the lockout period (X days) has been exceeded and the maximum number of Key Master unlocks (X) has been reached." The following text is placed in the Windows NT application event log: "The use of RAPIDS on this system has been suspended, and the maximum number of Key Master unlocks has been reached. The system must be reset by selecting a new Key Master password."

The user should ask the *Key Master* to enter the password. The *Key Master* is given three attempts to enter the correct password. If the correct password is given, the following text is placed in the Windows NT application event log: "The system has been unlocked by the Key Master. This is the X of Y available unlocks." If an incorrect password is entered three times, the *Key Master* receives the message box: "The password entered does not match the Key Master password. Use of RAPIDS on this system will be suspended." The following text is placed in the Windows NT application event log: "An unsuccessful attempt was made to unlock the system using the Key Master password. Use of RAPIDS is still suspended." After acknowledging the message box, the user is unable to use RAPIDS.

Setting the Key Master password: The site should designate one individual as the Key Master. The password for the Key Master can be set during your initial training when you receive deployable RAPIDS or by contacting the D/RAC / D/RSC-E / DSO-A for your region. The D/RAC / D/RSC-E / DSO-A will assist the user in setting the Key Master password by allowing the user temporary administrator access. The lock-up should be adjusted to 45 days, and a six to eight character unique Key Master password should be entered to prompt the RAPIDS application to lock-up every 45 days. The Key Master and an NT administrator are the only individuals who can unlock the system. If a site finds that the system is locked and the Key Master is no longer available or has forgotten the password, the site must contact the D/RAC / D/RSC-E / DSO-A for assistance.

6 Logging on to Deployable RAPIDS

1. If the computer is turned off, ensure that any peripherals are properly connected to the computer and turned on, before turning on the computer.
2. Turn the laptop computer's power on and let the machine boot up, if necessary. You are ready to proceed when the Begin Login screen appears.
3. Press CTRL+ALT+DELETE, and then press ENTER to close the security information message. The Login Information screen will appear.
4. Type your DEERS/RAPIDS user ID and password (in capital letters) into the corresponding text boxes, and then press ENTER. In a moment, the Windows NT desktop will appear.
5. Double-click the RAPIDS  icon on the desktop. The RAPIDS main screen will open in the background, with the Message of the Day window active in the foreground.

   Note: The Message of the Day may not be updated if communication is not established regularly.
6. After you are finished reading the Message of the Day and RAPIDS Tip, click **Close** in the bottom right-hand corner of the Message of the Day window. You are now ready for RAPIDS data processing.

Note: New users of the RAPIDS software are encouraged to review the RAPIDS Training Guide in its entirety to become familiar with basic RAPIDS tasks, such as opening a family, updating sponsor and family records, printing the DD Form 1172, and creating the cards. This is covered in detail within *Sections 5 through 7* of this Training Guide.

Deployable RAPIDS can be used to create all types of ID cards when it is connected to DEERS. When in deployed mode, however, you can only use it to create Active Duty ID cards, Guard/Reserve ID cards, and Civilian Geneva Conventions ID cards. The process of ID card creation on deployable RAPIDS is similar to that of creating an ID card on standalone RAPIDS.

The differences involve the camera and ID photograph. Whether you have the Apple or Kodak camera, the following strategy will greatly speed up the production of ID cards. Take a batch of pictures while the camera is disconnected from the system. Note the

photo number for each individual photograph. When you have taken all the pictures, connect the camera to the laptop, boot up the laptop, and use RAPIDS to create all the ID cards at one sitting. The value of this strategy increases with the number of cards you need to produce and will save you significant time even if you only need to produce two ID cards.

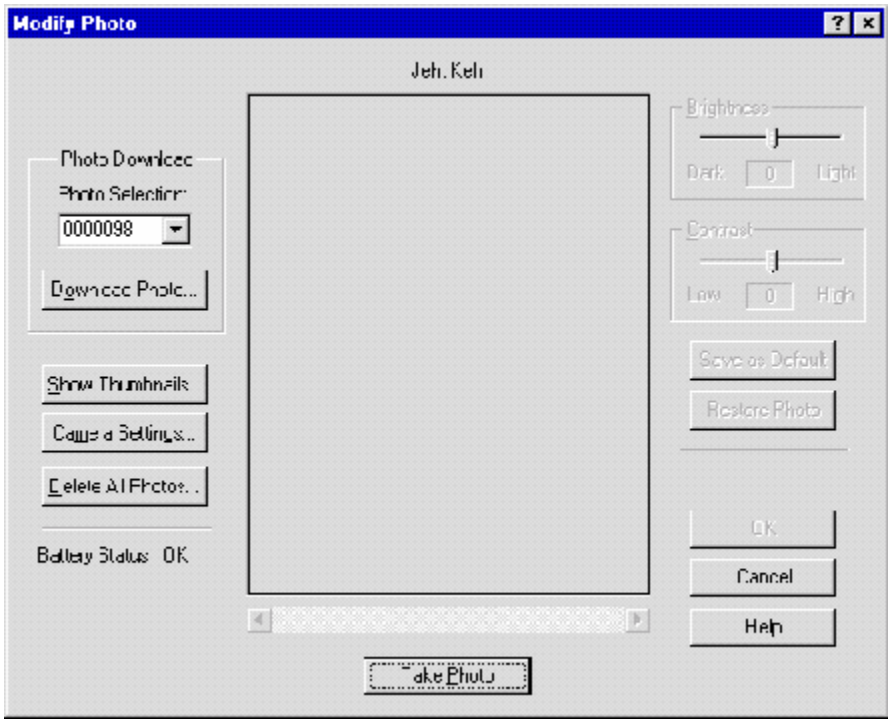
An alternate method is to capture the photos one at a time and download them separately in the ID card Navigator.

The  Create Card Navigator allows the user to create an ID card. Once the family has been saved to DEERS, the user can create the ID card. The Create Card Navigator is detailed in Section 6.4.1 of this Training Guide.

6.1 Creating ID Cards Using the Kodak Deployable Cameras

The following steps should be used to create ID cards with the Kodak deployable camera.

1. After having identified the persons for whom ID cards must be created, take all the photographs without connecting the camera to the laptop computer. The round control knob near the bottom of the back of the camera must be set to **Capture** (the top setting).
    a. The memory card, a square, flat card that stores the photographs in the camera, fits inside a slot on the side of camera and must be installed with space available for more photographs.
    b. Notice that after you take each photograph, it will appear in the large display window on the back side of the camera and remain there for a few seconds with its photograph number. Make a list of names with photograph numbers as you take the photographs.
    c. You can review all the photographs and their numbers on the camera by setting the control knob to Review (second setting from the top) and then pressing the left and right arrow keys on the control knob to scroll back and forth, one photograph at a time.
1. When all the photographs have been taken, set the control knob in the back of the camera to Connect (third setting from the top), and connect the camera to the computer, using the cable provided for this purpose.
2. In RAPIDS, open or create the family record for one of the persons whose photograph you have taken. Use the Create ID Card Navigator (see *Section 10.6.1* in this Training Guide).
3. When you reach the Modify Photo dialog box, in the Photo Download section on the left side of the dialog box, use  to select the correct photograph number from the choice list. Below is a screen print of the Modify Photo dialog box.



4. Click **Download Photo**. A progress monitor will show you the progress of the download from the camera. When finished, the image appears in the Modify Photo window.
5. You may use the Brightness and Contrast controls on the right side of the window to fine tune the image by clicking and dragging the indicator arrows to the left or to the right.
6. Click **OK** to advance to the next navigator screen. The Create ID Card navigator will walk the end user step-by-step through the printing of the ID card.
7. Repeat steps 3-7 above for each person with photographs saved on the camera's memory card. After all ID cards have been created, delete the photographs from the memory card using the following procedure. Turn the mode dial to the Review setting. It may be necessary to press **Display** if no display shows. To delete a single picture, press DELETE. You will be prompted to confirm the delete, and then press DELETE again. To delete all photos, press DELETE for two seconds. A confirmation screen appears asking if you want to delete all the pictures on memory card. Press Delete All.

6.2 Kodak Camera Settings

The Kodak deployable camera allows you some extra image quality settings. You should only attempt to change these settings if the image quality is consistently poor. To access these options, click Camera Settings on the left side of the Modify Photo window, while the camera is connected to the laptop computer. Select the setting for best picture quality, High resolution, Auto flash, and Auto white balance.

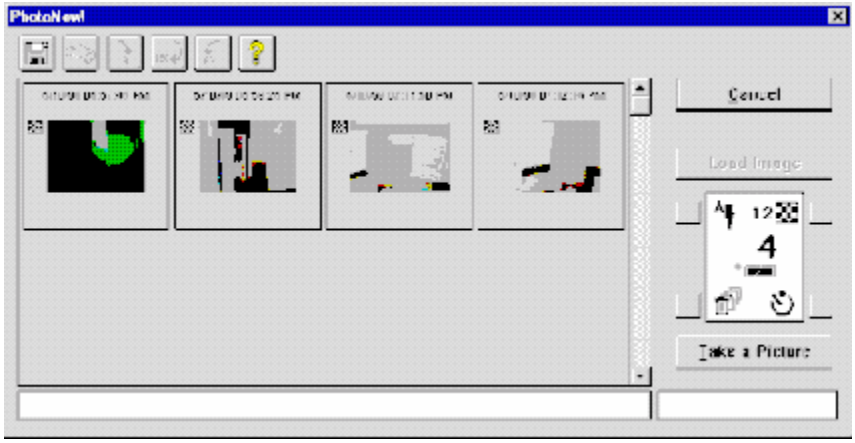
- **Best Picture Quality** and **High Resolution** afford the best image quality but reduce the number of pictures that can be stored on the camera's memory card.

- **Flash Mode Auto** will cause the flash to fire when the camera senses there is not enough light without the flash. Choose Red-eye Reduction if this is a problem, but if this camera is used often in battery mode, you should be aware that repeated use of red eye reduction would reduce the battery life.
- **White Balance:** If photograph quality is not acceptable for indoor photographs, choose **Fluorescent** or **Tungsten** (standard light bulb) lighting to reflect the type of indoor lighting being used.

6.3 Creating ID Cards Using the Apple Deployable Camera

The following steps should be followed to create ID cards using the Apple deployable camera.

1. After having identified the persons for whom ID cards must be created, take all the photographs without connecting the camera to the laptop computer. The camera's memory must have enough space available to store the photographs you are taking; the camera's capacity is 16 photographs in high-resolution mode.
2. When all the photographs have been taken, connect the camera to the laptop computer using the cable provided.
3. In RAPIDS, open or create the family record for one of the persons whose photograph you have taken. Use the Create ID Card Navigator (see *Section 10.6.1* in this Training Guide).
4. When you reach the Modify Photo dialog box, click **Access Camera** in the bottom center of the Modify Photo dialog box. The PhotoNow! window will open. It will appear as shown below, except that it will not yet contain any photographs, and the toolbar buttons will all be active:

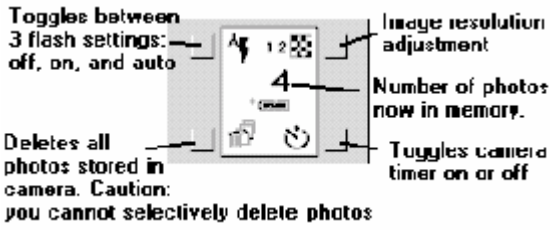


5. Click **Camera** on the toolbar; it is the second button from the left. Any images that are stored in the camera will appear as thumbnails. (In the above illustration, four thumbnails are shown).
6. Double-click the thumbnail that corresponds to the photograph of the person whose ID card you are currently creating. In a moment, the PhotoNow! window will close, and the photograph will appear in the Modify Photo window.

7. You may use the **Brightness** and **Contrast** controls on the right side of the window to fine tune the image by clicking and dragging the indicator arrows to the left or to the right.
8. Click **OK** to advance to the next navigator screen. The Create ID Card navigator will walk the end user step-by-step through the printing of the ID.
9. Repeat steps 3-8 above for each person with photographs saved in the camera's memory.
10. After all ID cards have been created, delete the photographs from the memory.

6.4 Apple Camera Settings

The Apple deployable camera allows you to set some camera settings. You should only attempt to change these settings if the image quality is consistently poor. These options are located both on the camera to the right of the viewfinder, and on the right side of the PhotoNow! window that also displays the thumbnail images of the photographs that are stored on the camera. The following illustration shows you how the settings work, both on the camera and on the screen.



7 Desktop RAPIDS and Deployable RAPIDS Password Synchronization

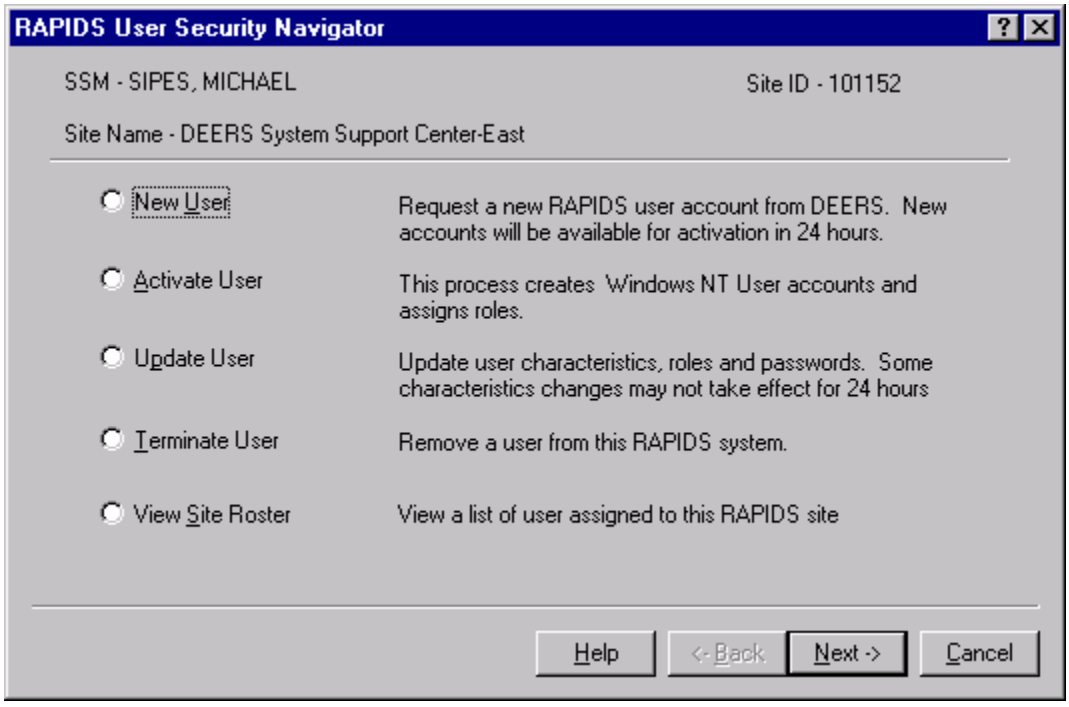
In the RAPIDS environment, a unique six-digit DEERS site ID is established for each RAPIDS site regardless of the number of workstations installed. In the deployable RAPIDS environment, a unique six-digit DEERS site ID is established for each deployable RAPIDS laptop system.

Login IDs are generated for all personnel authorized to issue ID cards and are associated with a DEERS site ID. The RAPIDS system allows an individual user and his or her unique login ID to be assigned to multiple DEERS site IDs. With the implementation of the deployable RAPIDS systems, this practice has become more prevalent. Many of the users assigned to use the deployable RAPIDS systems are also users of RAPIDS desktop systems. In addition, multiple deployable RAPIDS systems were shipped to a single point of service (POS), and the POS established the same Login IDs for each Deployable RAPIDS system. As a result, as passwords expire users will be required to synchronize password changes on multiple desktop RAPIDS and Deployable RAPIDS systems.

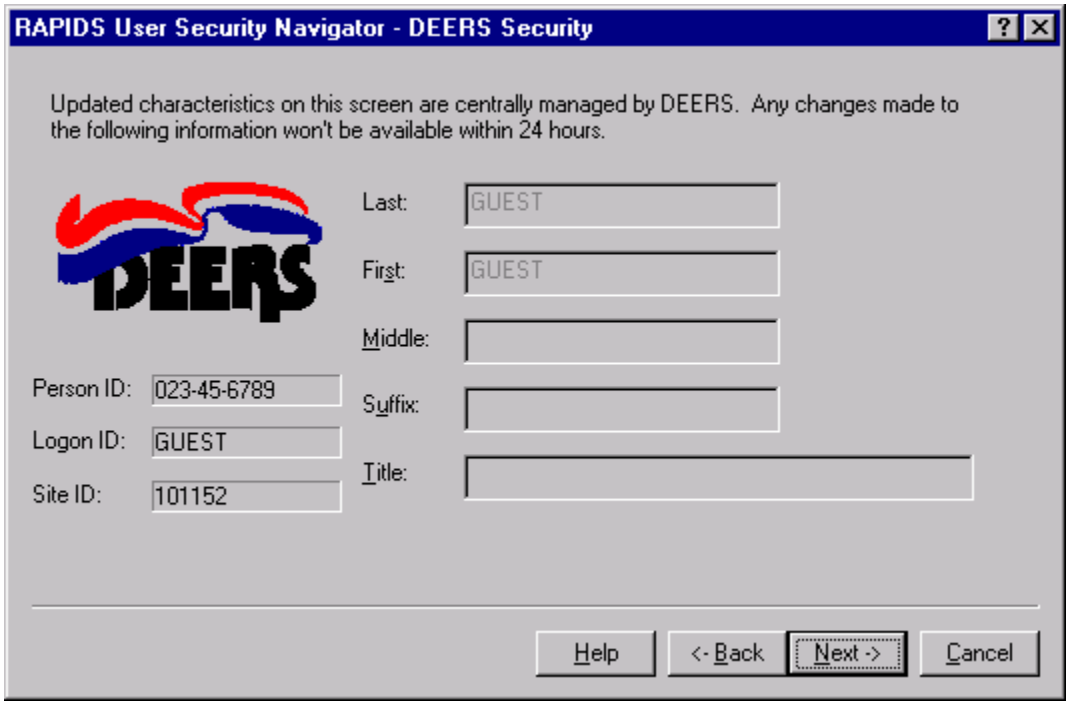
The procedure below will allow a user to access his or her desktop RAPIDS and a deployable RAPIDS system using the same login ID and password. This will need to take place every time the user's password expires.

Note: This process can also be used to synchronize the desktop RAPIDS password to match the deployable RAPIDS system password. In step one, sign on to the Deployable RAPIDS system and in step two, synchronize the desktop password.

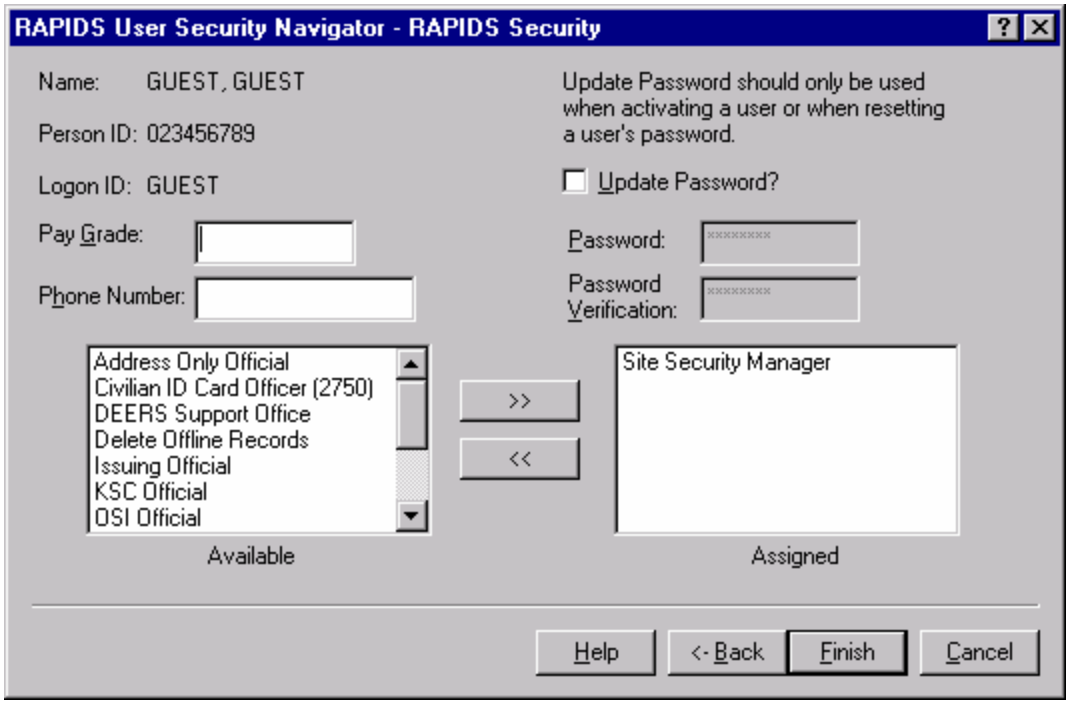
1. Ensure that the user knows his or her current DEERS password. This can be done by making sure the user can log in to the desktop RAPIDS system or one of the deployable RAPIDS systems and open a family record. If unsuccessful, contact the D/RAC / D/RSC-E / DSO-A for assistance.
2. Have the user log in to the next deployable RAPIDS system for which he or she has a valid login ID using the same password previously used successfully on that particular deployable RAPIDS system. This may or may not be the same password that successfully opened a family in step one. If unsuccessful, contact the D/RAC / D/RSC-E / DSO-A for assistance.
3. Open RAPIDS.
4. Highlight and select **Tools**. Then, click **User Administration**. The *RAPIDS User Security Navigator* screen will appear.



5. Select **Update User,** and then select **Next**. *The RAPIDS User Security Navigator - Update User* screen will appear with a list of valid users.
6. Select the appropriate user, and then select **Next**. The *RAPIDS User Security Navigator – DEERS Security* screen will appear.



7. Verify the user's name, and select **Next**. *The RAPIDS User Security Navigator - RAPIDS Security* screen will appear.



8. Click on the box labeled **Update Password?**
9. Type the new password that matches the system from which the user opened a family in step one in the **Password** box. Retype the same password in the **Password Verification** box and click **Finish**. This will synchronize the passwords.

10. Direct the user to log off and then log back on to the deployable RAPIDS system using the newly synchronized password.
11. Open RAPIDS and verify that a family can be opened.

Note: At sites with multiple deployable RAPIDS systems, steps two through 11 may need to be repeated for each deployable laptop in order to synchronize all systems.

8 Deployable Data Storage and Transmission

When you are using a desktop (non-deployable) workstation, any records in offline storage are automatically sent to DEERS every 30 minutes, as long as your workstation maintains its connection to DEERS. Because the DEERS communication status to deployable systems is so uncertain, there is no automatic transmission process for deployable RAPIDS. Users of deployable RAPIDS must manually instruct RAPIDS to send the records in the offline repository to DEERS. In addition, deployable users must make the following decision, based upon the anticipated availability or unavailability of communications.

- Should the records all be kept in offline storage because communications will be available within a reasonable period?
- Should the records be saved in an archive file that can be sent to a non-deployable RAPIDS site, which will in turn transmit the records to DEERS?

Three menu bar commands enable both deployable and desktop RAPIDS users to perform the following functions.

1. **File|Repository|Upload** menu command allows deployable RAPIDS users to transmit any family records in the offline storage repository to DEERS. **Uploading** is the feature by which a site with offline records (and the ability to connect to DEERS) can save their stored offline records to DEERS. An example of this is a Guard/Reserve site using its laptop in the field (in deployed mode) when no communications is available. The unit could then return to its home site (where communications is available) and upload all its offline records to DEERS.
2. **File|Repository|Offline|Export to File** menu command combines all family records that are currently contained in the offline repository into an archive file. You can choose to save on the deployable RAPIDS hard drive or to a floppy disk if a portable floppy drive is installed in/or connected to the laptop computer. The command then gives you the option of clearing the offline repository so that duplicate records do not exist, or to let the records remain in offline storage (if you want to use the archive files just as a backup) and transmit them to DEERS directly. Exporting allows a site (with no communications) to save offline records elsewhere (e.g., floppy disk). A site with communications to DEERS can import the data from the floppy disk. Ships with no communications to DEERS are using this option. These ships can export their records to a floppy disk and take them to a desktop RAPIDS ID Card facility that can import their records using the step below.
3. **File|Repository|Offline|Import from File** menu command reads the exported (archived) family records (as described above), back into the offline repository so

they can be transmitted to DEERS. In order for this command to succeed, sufficient space must be available in offline storage (on the transaction database's hard drive) to hold the records contained in the archive.

8.1 Exporting Records to an Archive File

Follow these steps to save the records in your deployable RAPIDS offline repository to a RAPIDS data archive file. This archive file can later be reloaded into the offline storage repository (through your deployable RAPIDS or desktop RAPIDS) and the records then sent to DEERS. You do not need connectivity to DEERS in order to create an archive file.

1. Select **File|Repository|Offline|Export to File** from the menu bar. A popup window asks you to confirm that you want to export your offline records. Click **Yes**. A standard Windows Save As… dialog box will open.
2. Save the archive to your hard drive **c:** (if you anticipate sending the records in this archive to DEERS from deployable RAPIDS when communications become available) or to a floppy disk by choosing **a:** in the Save in box. Remember the floppy drive must be installed in/or connected to the laptop before you boot up deployable RAPIDS, so Windows can detect it. Saving the archive on a floppy disk gives you the option of giving it to a desktop RAPIDS site for transmission to DEERS.
3. Assign the archive file a name by typing the name into the File name edit box. The default extension is .roa.
4. Click **Save**. If a file is too large to fit on one floppy disk, the user will be prompted to insert another floppy.

8.2 Importing an Archive File into Offline Storage

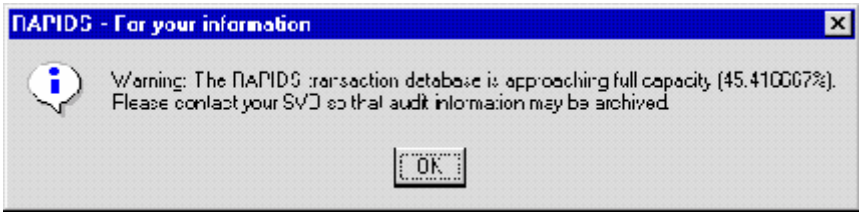
Once RAPIDS storage repository data has been exported to an archive file, it can then be imported back into offline storage. An example of this is to export data from deployable RAPIDS and import it to a desktop RAPIDS workstation, so that the data can be forwarded to DEERS. You do not need connectivity to DEERS in order to read the contents of an archive file into offline storage.

1. Select **File|Repository|Import from File** from the RAPIDS menu bar. The standard Windows NT Open window opens.
2. Select the device (e.g., a: for floppy disk, c: for hard drive) and directory where the archive is located. RAPIDS offline archives have a ".roa" filename extension.
3. Click **Open**. A popup window will notify you that the import was successful; click **OK** to close the notification popup.

Note: When an archive is read into offline storage, records from the archive that duplicate records already contained in offline storage are not "dropped." This can cause duplication of records in offline storage.

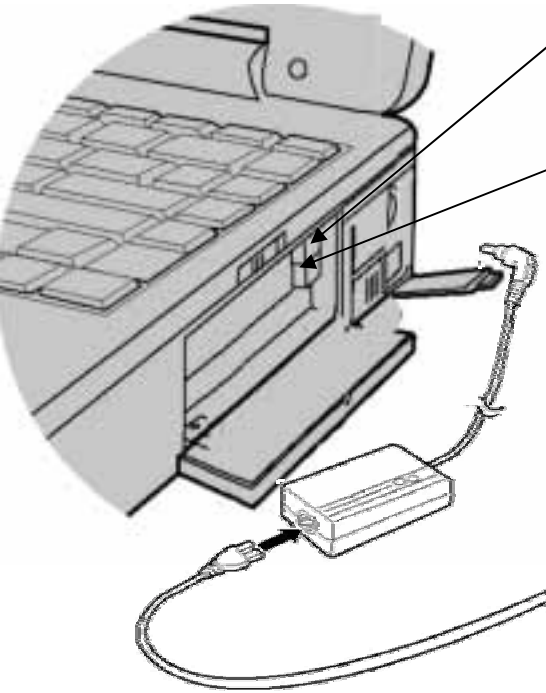
8.3 Deployable RAPIDS Limits for Size of Offline and Audit Trail Database

If you see the warning message shown below when you attempt to log in to deployable RAPIDS, your system's offline storage repository is full beyond the warning threshold that you (or another user of this deployable RAPIDS system) have specified.



RAPIDS will allow you to continue saving records after this message appears, until the storage repository is full. You can decide between one of two courses of action, so that the warning message no longer appears.

- **Connect and export the records to DEERS:** When the records are transmitted to DEERS, the storage repository on your laptop computer is emptied automatically. After offloading records, you can delete audit trail data as necessary.
- **Set the warning threshold higher:** In the ***Databases*** tab of the **Tools|Configuration** menu section, click **Advanced** near the top (in the **Transaction Database** section). Adjust the percentage that appears in the bottom (in the **Advanced Settings** section).



Insert LAN/Modem Combo Card in top slot.

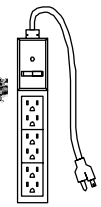
Insert MRT Video Port card in bottom slot.

Add “pigtail” to connect to LAN.

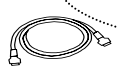
OR

Attach Fingerprint capture Cable.

Connect “X-jack” to phone line.



Surge Protector



Attach Fingerprint capture device.

RAPIDS Deployable Hardware Diagram

Guard/Reserve Systems

May 2000

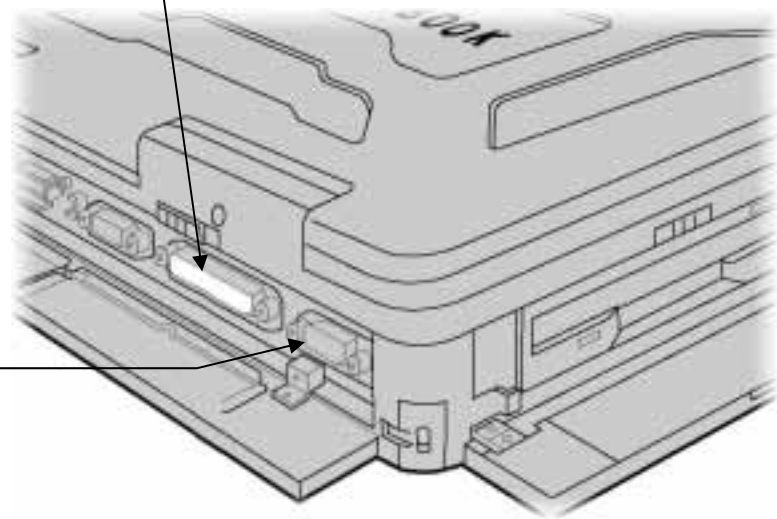
Attach Encryption “Dongle” to port.

Attach Printer Cable.

Attach Printer.

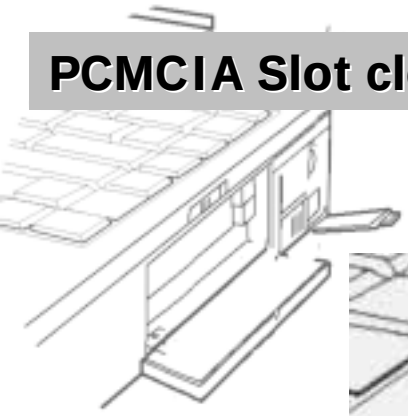
Attach Digital Camera Cable to the port.

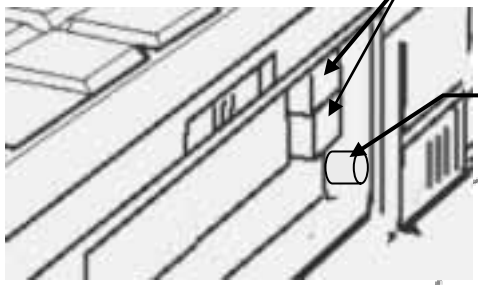
Attach Camera.



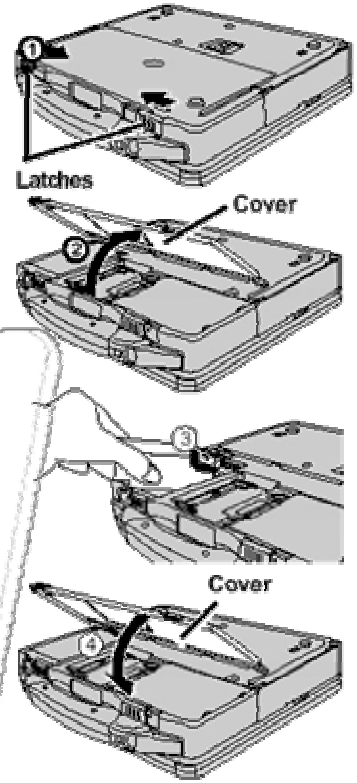
***Note**: This diagram is a representation of a typical system. Variances may occur with future RAPIDS releases and hardware upgrades*

PCMCIA Slot close-up





Changing the battery



Setup and operation hints

- Insure that the area you plan to set the RAPIDS system up is secure.
- Plug **ALL** components into the surge protector.
- **DO NOT** force any of the connectors. Examine both ends carefully before attempting to attach them. All covers are secured by latches.
- Hand-tighten all connectors to the Deployable laptop.
- It is safe to keep the MRT Video port card and LAN/Modem combo cards in the laptop, as they are installed upon setup.
- Regularly examine cables and connections for wear and damage.
- Develop a Standard Operating Procedure for the RAPIDS Deployable system.
- Clean the camera lens and finger print capture platen with approved lens cleaning clothes only.
- Take extra precaution when connecting the modem card as there is a “tight fit” between the modem card and the MRT Video port card.
- Keep all equipment together and stored in the protective bags supplied.
- Label all cables to facilitate accountability and future setup.
- The battery will last between 3 – 5 hours. Recharge time is about 2.5 hours if the laptop is turned of, 5.5 if you continue to use the laptop while recharging.
- An inexpensive tripod for the camera improves quality, efficiency and safety of the camera. Your site may chose to procure one at your unit’s cost.
- A standard PS2 type mouse may be convenient for laptop operations. Your site may chose to procure one at your unit’s cost.

LED Lights

A	CAPS LOCK
MP	Active floppy or CDROM drive
	Active Hard Drive
	Battery condition: Orange – Charging; Green – Finished; Red - Low
	Power Status: Green – Power On; Flashing – Suspended Mode